



DUTY STATEMENT

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Preparation and Construction Manual for Instructions

RPA-001-TAH
FY16/17

EFFECTIVE DATE:

1. CTC OFFICE OR CLIENT AGENCY California Tahoe Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Resources and Public Access	3. CLASS TITLE Associate Environmental Planner/Associate Governmental Program Analyst
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m.	5. SPECIFIC LOCATION ASSIGNED TO South Lake Tahoe
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 357-001-4711-XXX

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

The California Tahoe Conservancy's mission is to preserve, protect, restore, enhance and sustain the unique and significant natural resources and the recreational opportunities of the Lake Tahoe Basin.

This position performs tasks under various Conservancy programs in support of this mission, working under the supervision of a Senior Environmental Planner.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
40%	<p>ESSENTIAL FUNCTIONS</p> <p>The Essential and Non-Essential functions are performed pursuant to agency guidelines, applicable environmental and regulatory requirements, and consistent with Board direction.</p> <p>Legislative/Agency/Stakeholder Outreach</p> <ul style="list-style-type: none"> • Represent the Conservancy and provide testimony consistent with agency messaging at State legislative and other public hearings; • Analyze and track legislative and budget actions that affect the Conservancy; • Identify potential sources of funding for Environmental Improvement Program-related (EIP-related) efforts and advise the agency and other Tahoe Basin stakeholders on potential funding sources for projects; • Coordinate development of funding strategies for Conservancy grant applications with other Conservancy staff and other stakeholders; • Develop and maintain working relationships with Federal, State, and local agency partners and nonprofit organizations; • Assist with California EIP reporting and coordination; and • Develop agency messaging and communications products for a variety of audiences relating to projects and agency priorities.

11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Lisa O'Daly	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
	<p>ESSENTIAL FUNCTIONS (continued)</p> <p><u>Policy Development and Project Management</u></p> <ul style="list-style-type: none"> • Draft, implement and manage grants and contracts with local governments, nonprofits and consulting firms; • Lead interagency teams to establish project priorities and coordinate implementation activities; • Review work plans, project plans, budgets and specifications for consistency with approved Conservancy guidelines and project or program objectives; • Identify potential restoration and public access project by performing site inspections and analysis of resource and public access issues; • Ensure compliance with local regulations and environmental laws (including the California Environmental Policy Act); • Analyze alternative with the objective of achieving multiple program benefits including wetland function, wildlife habitat, water quality, fuel hazard reduction, and public access; consult with public and other partners; • Assist in the development of project plans, monitoring plans, and environmental documents as part of a project team; • Review and approve invoices to ensure compliance with agency criteria; • Gather and analyze information to support the development and management of projects, monitoring plans, and environmental documents; • Synthesize technical and scientific information to determine environmental impacts and recommend mitigation measures or alternatives as appropriate; • Coordinate communication among grantees and state and federal agencies. • Assist Budget Officer with State and Conservancy budget and budget processes; • Prepare grant applications in coordination with other Conservancy staff; and Manage program-related deliverables required by grants received by Conservancy <p><u>Program Administration</u></p> <ul style="list-style-type: none"> • Prepare staff recommendations, consistent with guidelines, program objectives, and prior Board actions as necessary; • Assist with updating and maintaining the Conservancy's website as needed; • Provide executive support, including development of presentations, press releases, and public outreach programs intended to convey specific messages to various parties of interest; • Assist with responding to inquiries from the public regarding policies for protecting and enhancing Conservancy resources; • Assist with office administration, contract administration, grant program coordination, and coordination with Conservancy consultants, contractors, and seasonal staff; and • Assist in the development of policy recommendations and implement program and agency-wide policies and strategic plans.

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CTC 613 (REV. 08/14)

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p>KNOWLEDGE AND ABILITIES</p> <p><u>Knowledge of:</u> General principles behind planning for the conservation and preservation of natural resources; land management policy development, including accessibility; park and facility management and deferred maintenance planning; general principles and techniques of research and statistical analysis; communication skills for purposes of data gathering; techniques and methods of evaluation of environmental impacts; various types of public facilities and how they service the community; State and Federal laws and regulations relating to the environment; State, local and regional governmental organizations as they relate to environmental planning; general knowledge of either the social sciences, natural sciences or environmental design arts; trends in recreational, environmental, urban and regional planning.</p> <p><u>Ability to:</u> Analyze policy and environmental situations accurately; conduct interviews for data gathering; gather, analyze, and communicate the findings of data; prepare written reports in a clear and concise manner; work effectively with others as an interdisciplinary team member; apply general techniques of ensuring participation in the policy development or planning process; communicate with members of the public in a respectful and non-confrontational manner.</p> <p>ADDITIONAL DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Ability to use computer and Microsoft software such as Word, Excel and PowerPoint • Familiarity with graphic support software such as InDesign or PageMaker • Ability to use Geographic Information Systems for mapping and project evaluation • Problem solving skills needed to support policy and project analysis for decision making • Ability to facilitate groups, promote consensus, and resolve conflicts • Understanding of diverse technical fields, and ability to communicate effectively with resource specialists and to synthesize and interpret technical information • Resource knowledge needed to develop creative solutions to resolve complex issues and to aesthetically blend man-made structures into natural landscapes • Communicate effectively with Conservancy and other agency staff and with the general public • Understanding of, and empathy for, the needs of others • Collaborative skills needed to work as a team member with other Conservancy staff • Ability to organize, set priorities, and work independently with a minimum of supervision

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	<p>KNOWLEDGE AND ABILITIES (Continued)</p> <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none">• Ability to receive direction from supervisors and implement it independently• Ability to maintain required job schedule• Ability to focus attention on details• Ability to follow work rules• Ability to communicate by speaking and writing in a clear and concise manner• Ability to make public presentations and testify in a professional manner• Efficiency, conscientiousness, and professionalism <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none">• Outdoor work – involving inclement weather, use of snow shoes and/or cross country skis may be required• Requires ability to effectively handle stress and meet deadlines• Communication skills – both oral and written• Travel is required <p>KNOWLEDGE, SKILLS AND ABILITIES NON ESSENTIAL</p> <ul style="list-style-type: none">• Assist with office administration and coordination with Conservancy staff, consultants, contractors, and seasonal staff; and• Other duties as assigned.

WHO MAY APPLY:

- Individuals with eligibility (e.g., transfer, list, reinstatement) for the classification of Associate Environmental Planner or Associate Governmental Program Analyst.
- Non-State employees who have already taken an examination for this job classification(s) and have established employment list eligibility.
- All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or Title you wish to review. **In addition, please attach all required documents (i.e. transcript/diploma, license and/or required certificate) to your application.**

• HOW TO APPLY:

- **Send your application via your CalCareer account. We are not accepting hard copy applications.**
- All interested applicants must submit a standard State Application Form STD.678 (Rev 10/13), and must clearly indicate the basis of their eligibility in the “Explanations” section of the STD.678.
- Attach a resume or cover letter with your application stating your qualifications for the position you are applying for. After an initial screening of applications, only the most qualified candidates will be selected for an interview.
- For more information on how to become a state employee visit the CalHR website:
- <http://www.calhr.ca.gov/Pages/home.aspx>
- **FINAL FILING DATE: 7/18/2016**